

EMPLOYEE:

CLAIM #



# Job Analysis Form

ALTERNATE FORMAT AVAILABLE

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**JOB TITLE** Rail Operator

**JOB CLASSIFICATION** Rail Operator

**DICTIONARY OF OCCUPATIONAL TITLES (DOT) NUMBER** 913.463-014

**DOT TITLE** Streetcar Operator

**DEPARTMENT** Transportation

**DIVISION** Rail

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 56

**CONTACT'S NAME & TITLE** Terry Rhodes, Operations Base Chief

**CONTACT'S PHONE** 206-903-7671

**ADDRESS OF WORKSITE**

3407 Airport Way South  
Seattle, WA 98134

**VRC NAME** Kyle Pletz

**DATE COMPLETED** 7/8/09

**WORK HOURS**

Days, shifts and route may vary as they are bid upon three times per year. Currently only full time positions are utilized. The employee must be available for day and night work, weekend and holiday work, and split shifts.

**OVERTIME**

Optional, in accordance with business demand. Note: Overtime requirements may change at the employer's discretion. On a very rare occasion overtime may be required if there is not a relief driver available.

**JOB DESCRIPTION**

This is a safety sensitive position and the employee is subject to random drug testing and other conditions as required to maintain a Commercial Driver's License (CDL). This position provides the safe on-time operation of Light Rail vehicles and providing professional customer service in the transport of the public in the greater Metropolitan King County area. This position operates light rail on an approximately 13.9 mile long line located from Sea-Tac to Downtown Seattle. Operators enjoy sitting in locked cabs that have operator-controlled heating and air conditioning systems.

**ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS**

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write, and communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

## **JOB SPECIFIC REQUIREMENTS**

Must be a current Full-Time Bus Transit Operators or a Part-Time Bus Transit Operator who is on the Part-Time Operator to Full-Time Operator recruitment list. If qualified, as established by record review and driving abstract, positions will be offered by seniority to full-time transit operators first then, if needed, to part-time operators currently on the part-time to full-time operator list.

A one hundred twenty (120) day probationary rule will apply to all Rail Operator positions. This probationary period will commence upon the successful completion of Rail Operator training and placement into a Rail Operator position. An Employee who came from a Bus Transit Operator position who fails to qualify as a Rail Operator will be returned to his/her Transit Operator position with no loss of seniority.

- Knowledge of safe driving techniques and principles for public transportation vehicles
- Knowledge of operating public transportation passenger vehicles; skill in operating rail vehicles
- Knowledge of federal, state and local roadway laws relating to the operation of passenger-carrying light rail vehicles
- Skill in preparing and maintaining reports including accident, incident, and other reports
- Skill in operating a two-way radio and public address system
- Skill in reading, understanding and following schedules; skill in following oral and written instructions
- Skill in oral and written communications
- Skill in establishing and maintaining courteous and effective relations with the general public and co-workers
- Skill in performing multiple tasks simultaneously
- Skill in working with a variety of individuals from diverse backgrounds
- Skill in troubleshooting, analyzing and solving problems
- Customer service skills
- Washington State Class B driver's license or the ability to obtain and maintain a Class B license with passenger (P) endorsement and a Light Rail Vehicle (LRV) operator certification is required.
- Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required.
- Non-standard work hours including evenings, weekends and holidays are required

## **ESSENTIAL FUNCTIONS**

1. Pick up and drop off passengers at designated locations; assist passengers with special needs including offering assistance in boarding or de-boarding disabled passengers.
2. Provide information to passengers regarding service area; operate a two-way radio and other specialized transportation equipment and systems.
3. Prepare and submit accident and incident reports; maintain records and other documentation as determined by management.
4. Couple and uncouple light rail vehicles, move and spot vehicles in the yard, visually inspect light rail vehicles and report maintenance or repair needs verbally and/or in writing.

5. Observe and report on a regular basis any system or component malfunction or failure to vehicle maintenance staff.
6. Troubleshoot and operate malfunctioning light rail vehicles.
7. Operate track switches and provide hand signals or traffic flagging.
8. Perform other duties as assigned.

### **NON-ESSENTIAL FUNCTIONS**

1. Assist Rail Operator trainees during the initial period of driving practice.
2. Participate in committee meetings and/or focus groups.

### **PERSONAL PROTECTIVE EQUIPMENT USED**

Gloves, vest.

### **OTHER TOOLS & EQUIPMENT USED**

Rail cars, switches, keypad, radio, overhead pantograph, keys, couplers, pen, pencil and reports.

### **PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED**

Continuously = occurs 66-100% of the time  
Frequently = occurs 33-66% of the time  
Occasionally = occurs 1-33% of the time  
Rarely = may occur less than 1% of the time  
Never = does not ever occur (such demands are not listed)

### **This Job is Classified as**

Light to Heavy

Light—exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly. A job is light if involves less than or up to the indicated pounds of force and one or more of the following apply; walking and standing to a significant degree, sitting and pushing/pulling of arm or leg controls, or constant pushing and pulling to maintain a production rate even when weight is negligible.

Medium—exerting 20 to 50 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force continuously.

Heavy—exerting 50-100 pounds of force occasionally, and/or 25-50 pounds of force frequently, and/or 10-20 pounds of force constantly to move objects.

### **Standing**

Health Care Provider initials if restricted_____
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Occasionally on rubber coated rail car floor, ballast rock or flat cement surfaces for up to 5 minutes at a time, for up to 10 minutes total in a work shift while manipulating breakers, manipulating overhead pantograph and performing pre-trip inspections. On rare occasion, the operator may have to stand at switch crossing and wait as cars pass for up to 1 minute at a time, for up to 60 minutes while throwing rail switch.

### **Walking**

Health Care Provider initials if restricted\_\_\_\_\_

Occasionally on rubber coated bus floor, ballast rock or flat cement surfaces for distances of up to 200 yards for up to 20 minutes at a time, for up to 40 minutes total in a work shift. Most commonly occurs while inspecting a 90-foot rail car (may have 2 cars to inspect), inspecting interior of rail car every trip for lost and found items (approximately 12 vehicle inspections).

### **Sitting**

Health Care Provider initials if restricted\_\_\_\_\_

Continuously on rail car driver's seat for 2-2.5 hours at a time, for up to 8 hours total in a work shift. Most commonly occurs while operating a rail car.

### **Climbing Stairs**

Health Care Provider initials if restricted\_\_\_\_\_

Rarely to occasionally for 10 seconds-60 seconds at a time while climbing 3 steps to 4 flights, for up to 10 times total in a work shift. Most commonly occurs while entering and exiting the rail car (3 steps) 21 times per day. The employee also climbs up to 4 flights of stairs when traversing a relief point. At the base the employee may need to climb/descend 4 flights when walking between the rail facility and the yard. An elevator is available for employees who are unable to climb stairs. The employee enters and exits the rail cars 6 times for pre-trip inspections which requires stepping in/out of the rail car, without a platform, which requires traversing a 24" step.

### **Climbing**

Health Care Provider initials if restricted\_\_\_\_\_

Rarely for up to 5 seconds at a time, to heights of up to 24", for up to 20 seconds total in a work shift. Most commonly occurs while entering and exiting the rail cars 6 times for pre-trip inspections which requires stepping in/out of the rail car, without a platform, which requires traversing a 24" step.

### **Balancing**

Health Care Provider initials if restricted\_\_\_\_\_

Rarely for up to 8 minutes at a time for up to 10 minutes total in a work shift. Most commonly occurs while traversing ballasted areas (crushed rock) in the yard as well in the right of way. On a very rare occasion the employee may need to traverse ballasted areas in order to throw a switch.

### **Bending Neck Up**

Health Care Provider initials if restricted\_\_\_\_\_

Occasionally for up to 1 minute at a time, for up to 10 minutes total in a work shift. Most commonly occurs performing the walk around, inspecting overhead pantograph, looking at indicator panel, looking at breakers and performing overhead inspections (sweep train).

### **Bending Neck Down**

Health Care Provider initials if restricted\_\_\_\_\_

Occasionally for up to 30 seconds at a time, for up to 10 minutes total in a work shift. Most commonly occurs while looking at control panel, inspecting track brakes (6 of them), operating couplers, performing vehicle inspections and looking for lost and found items.

### **Turning the Head**

Health Care Provider initials if restricted\_\_\_\_\_

Occasionally for up to 10 seconds at a time, for up to 1 hour total in a work shift. Most commonly occurs when turning the head shoulder-to-shoulder while observing traffic, street signs, traffic lights, pedestrians, potential hazards and using side cameras.

**Bending/Stooping**

Health Care Provider initials if restricted\_\_\_\_\_

Occasionally on rubber coated rail car floor, ballast, or flat cement surfaces for up to 1 minute at a time, for up to 15 minutes total in a work shift. Most commonly occurs while inspecting track brakes, operating the couplers and operating switches

**Kneeling**

Health Care Provider initials if restricted\_\_\_\_\_

Rarely for up to 30 seconds at a time, on ballast, for up to 5 minutes total in a work shift. Most commonly occurs while inspecting track brakes, manually operating switches and obtaining lost and found items. The employee can alternate with bending/stooping or squatting as needed.

**Squatting**

Health Care Provider initials if restricted\_\_\_\_\_

Rarely for up to 30 seconds at a time, on ballast, for up to 5 minutes total in a work shift. Most commonly occurs while inspecting track brakes, manually operating switches and obtaining lost and found items. The employee can alternate with bending/stooping or kneeling as needed.

**Operating Controls with Feet**

Health Care Provider initials if restricted\_\_\_\_\_

Rare for up to 5 seconds at a time, for up to 1 minute total in a work shift while releasing/throwing a manual switch.

**Reaching Above Shoulder Height**

Health Care Provider initials if restricted\_\_\_\_\_

Rarely for 10 seconds at a time, for up to 1 minute total in a work shift while manipulating breakers and checking doors. On a rare occasion the employee may need to reach above the shoulder, for up to 1 minute at a time up to 2 minutes total in a shift while manually cranking an overhead pantograph.

**Reaching at Waist to Shoulder Height**

Health Care Provider initials if restricted\_\_\_\_\_

Continuously for up to 2 hours at a time, for up to 8 hours total in a work shift, while operating rail car controls which include, operating LVR controls, operating master controller and multiple buttons.

**Reaching at Knee to Waist Height**

Health Care Provider initials if restricted\_\_\_\_\_

Rarely to Occasionally for up to 5-10 minutes at a time, for up to 15 minutes total in a work shift. Most commonly occurs while checking access panels, manipulating couplers and operating controls (such as lights) when performing pre-trip inspections.

**Reaching at Floor to Knee Height**

Health Care Provider initials if restricted\_\_\_\_\_

Rare for up to 10 seconds at a time, for up to 5 minutes total in a work shift, while picking up trash or lost and found items, operating seat controls, inspecting track brakes and manually operating switches

**Lifting 1-10 pounds**

Health Care Provider initials if restricted\_\_\_\_\_

Rarely for 30 seconds at a time, for up to 5 minutes total in a work shift. Most commonly occurs with weights of 3-8 pounds while picking up lost and found items as well as when using a backpack with rulebook and radio. The employee may choose to add personal items to the backpack.

**Carrying 1-10 pounds**

Health Care Provider initials if restricted\_\_\_\_\_

Occasionally for distances of up to 200 yards for up to 5 minutes at a time, for up to 15 minutes total in a work shift. Most commonly occurs with weights of 3-8 pounds while transporting lost and found items as well as when using a backpack containing a rulebook and radio.

**Lifting 11-20 pounds**

Health Care Provider initials if restricted\_\_\_\_\_

Rare for 5 seconds at a time, for up to 10 seconds total in a work shift. Most commonly occurs with weights of up to 13 pounds while using a switch bar.

**Carrying 11-20 pounds**

Health Care Provider initials if restricted\_\_\_\_\_

Rare for distances of 200 feet for up to 1 minute at a time, for up to 2 minutes total in a work shift. Most commonly occurs with weights of 13 pounds while transporting a switch bar to a switch.

**Pushing and Pulling**

Health Care Provider initials if restricted\_\_\_\_\_

Continuously for up to 2-2.5 hours at a time, with a force of 1 pound, for up to 8 hours total in a work shift while operating the rail car using the master control.

When coupling the rail cars the employee needs to be able to push and pull with up to 75 pounds of force up to 25 seconds at a time for up to 1 minute total in a shift. The employee also needs to be able to raise and lower the coupling cover (10 seconds) with up to 50 pounds of force during each coupling. The employee also needs to be able to push and pull with up to 75 pounds of force to manually throw switches for up to 5 minutes total in a shift.

**Handling**

Health Care Provider initials if restricted\_\_\_\_\_

Continuously for up to 2-2.5 hours at a time, with a force of 1 pound, for up to 8 hours total in a work shift while turning the operating the rail car using the master control. The employee also handles when operating a radio (telephone receiver type setup), throwing switches, coupling and holding on to stanchions.

**Operating Controls with Hands**

Health Care Provider initials if restricted\_\_\_\_\_

Continuously for 2 hours at a time, for up to 8 hours total in a work shift while operating rail car controls which may include: radio, buttons, master controller (1 pound of force), bell button and breakers.

**Fingering**

Health Care Provider initials if restricted\_\_\_\_\_

Continuously for up to 32 minutes at a time, for up to 7 hours total in a work shift while using a radio, various control buttons, operating master controller, using intercom, bell button and typing in a code for each trip.

**Talking**

Health Care Provider initials if restricted\_\_\_\_\_

Frequently for up to 5 minutes at a time, for up to 4 hours total in a work shift while conversing with relief operators and using the radio. On a rare occasion the employee talks using the microphone to notify passengers of upcoming stops and streets when the automated system fails. Also, speaks with passengers and answers questions via the intercom for emergency situations only.

### Hearing

Health Care Provider initials if restricted

Continuously for up to 2.5 hours at a time, for up to 8 hours total in a work shift while listening for traffic hazards such as horns as well as monitoring the radio on a continuous basis.

### Seeing

Health Care Provider initials if restricted

Continuously for 2.5 hours at a time, for up to 8 hours total in a work shift while observing traffic, rail signals, street signs, pedestrians, traffic lights, potential traffic hazards, reading run card, and reading the rulebook. The employee may also drive at night. Night vision depends on specific driving schedule and route.

### Working with Heightened Awareness

Health Care Provider initials if restricted

Continuously for 2.5 hours at a time, for up to 8 hours total in a work shift while identifying potential traffic and rail hazards. This is a safety sensitive position as the employee operates public transportation which requires constant heightened awareness.

### ENVIRONMENTAL FACTORS

Work is performed in a moving and vibrating rail car with several passengers on board. The employee is exposed to traffic dangers, cleaning solvent vapors, wind coming through open door, and the general public, which may include angry, intoxicated, unsanitary or hostile persons.

### Noise Level

Health Care Provider initials if restricted

The noise level is approximately 50-90 decibels. The noise level is moderately loud and is caused by traffic, the coach engine and passengers.

### The Work Environment may include the following exposure(s):

Outside weather: Rarely  
Non-weather related temperatures below 55 degrees: Rarely  
Non-weather related temperatures above 75 degrees: Rarely  
Humidity/dampness: Occasionally  
Fumes: Occasionally  
Odors: Occasionally  
Dust: Occasionally  
Gases: Occasionally  
Moving mechanical parts: Rarely  
Vibration: Frequently

HCP Initials if Restricted


### POTENTIAL MODIFICATIONS TO JOB

The employee can alternate between kneeling, bending/stooping and squatting as needed.

KING COUNTY JOB ANALYSIS COMPLETED ON: 10/24/06  
JOB TITLE: Rail Operator  
EMPLOYEE:

DOT #: 913.463-010  
CLAIM #

## SIGNATURES

Signatures on this page are obtained before the document becomes available for use and are not required each time the document is reused. Obtained signatures are kept on file at King County's Safety & Claims Management Division office. The Health Care Provider signature section is separate and appears on the previous page.

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Printed name & title of VRC evaluator

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Signature of VRC evaluator

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Date

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Printed name & title of contact

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Signature of contact

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Date

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Printed name of employee

---

Signature of employee

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Date

**Signature Page Only**

**HEALTH CARE PROVIDER SECTION**  
**Check all that apply**

- ☐ The employee is released to perform the described duties without restrictions on performance or work hours as of \_\_\_\_\_.
- ☐ The employee is released to perform the described duties on a reduced schedule as of \_\_\_\_\_. The recommended schedule is:

\_\_\_\_\_ ☐ Temporary until \_\_\_\_\_ ☐ Permanent as of \_\_\_\_\_

- ☐ The employee is released to perform the described job with the following modifications:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ ☐ Temporary until \_\_\_\_\_ ☐ Permanent as of \_\_\_\_\_

- ☐ The employee is not released to perform the described duties due to the following job functions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ ☐ Temporary until \_\_\_\_\_ ☐ Permanent effective \_\_\_\_\_

- ☐ The employee is unable to work in any capacity.

A release to work is: ☐ Anticipated by \_\_\_\_\_ ☐ Not expected

The limitations are due to the following objective medical findings:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Health Care Provider Name (Printed or Typed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Health Care Provider Signature

\_\_\_\_\_  
Date

Health Care Provider Section